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MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT

: Intelligence School Weekly Activities Report #15
4 April through 10 April 1957

Document No.	16 April 1957 / 15
No. of Pages	Report #15
Date	3-10-78
By	35

I. SIGNIFICANT ITEMS

Budget and Finance Procedures #1, a new course for personnel assigned to Finance Officer duties in small stations overseas, was completed on 5 April. The course in its present form covers nine days' class work, followed by one to ten days' study of the station records. The course was designed and presented at the request of the Office of the Comptroller and the Area Divisions; however, the first presentation very nearly had an insufficient enrollment. Aggressive work by the OTR Registrar resulted in a class of [] students. The evidence available to date indicates that this presentation is in a satisfactory form, and that it will meet a long-term training need.

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II. OTHER ACTIVITIES

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A. Intelligence Training

(1) The [] students originally enrolled in Writing Workshop #12 completed the course on Thursday, 4 April.

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(2) On Tuesday, 9 April, [] attended a lecture at the National War College on the Middle East given by General Keightley.

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(3) On 9 April [] reviewed a Moral Rearmament film on Africa for possible use in the noontime movie program.

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(4) [] completed the final arrangements with Mr. [] for the use of the auditorium in Central Building for the Effective Speaking course on 10 and 15 April.

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(5) [] is revising the schedule for the second presentation of Intelligence Research (Maps) to bring it further in line with the needs of OTR research analysts who are expected to fill the quota for the course beginning 6 May.

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B. OTR Orientation Officer

(1) On 2 and 3 April the Dependents' Briefing was conducted for [] people. The "Bon Voyage" statement was given by the []

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Deputy Director of Training. In the short critique that followed, unanimous praise was again given for the very practical presentation by [] on "Life Overseas."

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(2) The CIA Introduction was conducted on 8 April for [] people.

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(3) A "CIA Review" type program was presented on 8 April in the "Special Agents In-Service Training Course" sponsored by the Office of Security. The audience was composed of Security Officers stationed in the field, and the purpose of this course is to bring them up to date on recent changes and trends in the Agency generally and the Office of Security in particular.

C. Management Training

(1) Basic Supervision #29, GS 9-11, for which a total of [] names had been received, began on 8 April with the maximum enrollment of [] however, one student withdrew from the course, leaving [] now in attendance.

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(2) [] is planning to report to the Office of the Comptroller on Thursday, 11 April.

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D. Intelligence Orientation

(1) The first week of Intelligence Orientation #8 ended on Friday, 5 April.

(2) The final draft of the paper, "The Intelligence Community and National Security," has been submitted to C/IS for forwarding to DTR for his information.

(3) The Medical Staff has notified the staff of Introduction to Intelligence that one additional medical officer, making a total of [] will be available to begin the special training package on Monday, 15 April.

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(4) [] was notified of his appointment as Chairman of the Professional Promotion Panel on 9 April.

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(5) The new system for preparation of the Training Evaluations covering IO #7 worked exceptionally well. [] from SIC assisted [] and the evaluations were put into final form in approximately 8 hours. The present arrangements are much more efficient than the previous system which involved a great deal of duplication of work.

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E. Administrative Training

- (1) Operations Support #25 was completed on 5 April. 25X1
- (2) Administrative Procedures #72 began on 8 April with a first week's enrollment of [] 25X1
- (3) [] people attended the Cable and Dispatch Refresher conducted by [] for the Office of the Comptroller on 3, 4, and 5 April. A second session will be conducted in about a month to take care of the rest of the people in the Comptroller's Office who wish to attend this refresher. 25X1

F. Reading Improvement

- (1) The students who completed Reading Improvement #32 in February were retested this week. They showed satisfactory retention of their skill gains. 25X1
- (2) [] has requested [] to arrange for some typical DD/P dispatches, cables, and other reading matter to be reviewed by Reading Improvement. DD/P students made up 73% of the last class; while they find the present exercises and tests pertinent, it is believed that inspecting the actual material will help to guide their applications of the techniques more effectively. [] is investigating the possibilities. 25X1
- (3) [] attended a meeting of the Washington Reading Improvement Association on Tuesday, 9 April. 25X1

G. Instructor Training

Nothing to report.

H. Clerical Training

- (1) During the week of 1 April there were [] people in Clerical Induction Training and [] people in Clerical Orientation. 25X1
- (2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 1 April were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified. 25X1

I. Visual Aids Staff

The weekly activities report of VAS is attached. ~~CONFIDENTIAL~~ 25X1

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III. PERSONNEL NOTES

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A. [] returned on Wednesday, 3 April, from one week's annual leave and two weeks' military leave. He attended the orientation course at the Special Warfare Center, Fort Bragg.

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B. [] entered the hospital on 4 April for an operation and is expected to be away from the office for several weeks. She will not return to duty in IS before the date set for her departure overseas.

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C. [] is presently on sick leave and is not expected to return to work until at least Thursday.

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Chief, Intelligence School

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